

		Reporting period	27 February to 26 March 2014
Project name	Isle of Wight SEND Reforms Implementation Programme	Project start date	January 2014
Author/project manager	Lynn Mead, Project Manager Chris Jones, IoW SEND Reforms Implementation Lead Officer	Baseline end date	31 March 2015
Executive	Steve Crocker, Deputy Director (Children and Families) Children's Services	Forecast end date	31 March 2015
		Current status	<b>Amber</b>

### 1 Delivery history

	Mar 2014	Apr 2014	May 2014	June 2014	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015
Budget Status	G												
Schedule Status	A												
Overall Project Status	A												

Key	<b>Red</b>	Serious problems and out of tolerance
	<b>Amber</b>	Significant problems but PM has containment plan
	<b>Green</b>	No problem or minor issues

### 2 Management summary

2.1 The focus of activity from January 2014 to March has been on setting up the SEND Reforms Implementation Programme with a robust governance framework. This has consisted of:

- Appointing a Project Manager one day per week;
- Establishing the Isle of Wight Core Team and programme approach;
- Identifying, agreeing and engaging an appropriate range of stakeholders to participate throughout the programme at the different levels of activity (Implementation Board and workstreams);
- Establishing the Implementation Board;
- Establishing and gaining momentum within the three agreed workstreams with stakeholders agreed and engaged, terms of

reference produced, meetings scheduled and initial action plans developed;

- Meeting with Health Clinical Commissioning Group colleagues to agree the approach and engagement from Health services on the Island (Commissioning and Providers);
- Developing the Project Initiation Document (PID) that sets out the overall approach to the Programme;
- Utilising research across SEND Reform Pathfinders to help inform the approach within the Isle of Wight;
- Meeting with Andre Imach, DfE, with two of his colleagues to discuss the progress of the SEND Reforms on the Isle of Wight. A follow up meeting is scheduled for 10 April;
- Establishing the budget within available resources (SEND non-Pathfinder (2013/14) and Reform Grants (2014/15)).

- 2.2 There is clearly a lot more work to be undertaken and this is being approached in a structured manner. The initial key milestone is the enactment date of the Children and Families Act from 1 September 2014.
- 2.3 It is anticipated that the new Regulations and Code of Practice, which define the detailed requirements of the Act, should be published within the next month.
- 2.4 An overall Project Plan will be produced, compiled from the workstream Action Plans, and brought to the April Implementation Board meeting.
- 2.5 The overall programme is highlighted at this stage as “Amber” due to the scale of the task in implementing solutions ready for enactment by 1 September 2014 with overstretched and finite staff available within both the Council and CCG.

### **3 Summary Pathfinder workstream progress**

- 3.1 The table below sets out the summary progress status for the three workstreams. Detail on each workstream is set out within the Annex’s to this report.

Table 1: Summary progress of the Isle of Wight SEN Reforms Implementation programme workstreams

<b>Workstream</b>	<b>Hampshire Area Lead</b>	<b>RAG status March 2014</b>	<b>RAG status April 2014</b>	<b>Reason for RAG status change</b>
<b>Local Offer</b>	<i>Jackie Boxx</i>	Amber		
<b>Education, Health and Care Plan (EHCP)</b>	<i>Kate Symes</i>	Green		
<b>Personal Budgets</b>	<i>Rob Winfield</i>	Amber		

#### 4 Focus of project management activity for the next month

- Meeting with workstream leads and Health lead to ensure momentum is built and maintained;
- Establishing Adult Social Care meetings and input;
- Facilitating the development of the Local Offer IT requirements;
- Establishing all support service leads and facilitating the development of an IoW website and Communications Plan for the SEND Reforms Implementation Programme;
- Meeting with the Implementation Lead officer to complete agenda planning for the Implementation Board meetings and forward planning to agree the priorities and focus of activity to meet the implementation requirements;
- Produce the Highlight Report, including a high level Project Plan for the April Implementation Board meeting.

#### 5 Individual workstream reports

5.1 For clarity and ease of reference each workstream updates are now shown at the end of the Highlight Report in separate annexes as follows:

*Annex 1 Local Offer*

*Annex 2 EHC Assessment and Plan*

*Annex 3 Personal Budgets*

*There will be a Health update with effect from April 2014.*

## **6 Action required by the Implementation Board**

6.1 There specific points to note within this report are:

- Progress with the three workstreams
- The issues raised regarding the IT and resource constraints within the Local Offer workstream.

***Date of next meeting: Wednesday 30 April 2014***

Project **Isle of Wight: SEN Reforms Implementation Programme**  
 Workstream **Local Offer**  
 Period covered **February - March 2014**  
 Date **18.3.14**  
 Author **Jackie Boxx**

## I. Overall RAG status for workstream

(The dates below are when the Implementation Group meetings are scheduled)

	Mar 2014	Apr 2014	May 2014	June 2014	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015
Budget Status	G												
Schedule Status	A												
Overall Project Status	A												

Key	<b>Red</b>	Serious problems and out of tolerance (i.e. project timeline)
	<b>Amber</b>	Significant problems but Workstream Lead has containment plan to deliver requirements
	<b>Green</b>	No problems, or minor issues only

## II. Summary of progress since last Implementation Group

- The infrastructure to support the development and implementation of the Local Offer has been discussed and has begun to be put in place. Membership of the Local Offer task and finish group has been determined and the group has had its inaugural meeting, where the outcomes to be achieved to meet the requirements of the SEN reforms were shared. The principles of co-production have been shared and a commitment made to them underpinning all the work of the task and finish group.
- Some key actions needed to support the 4 identified phases of development (set-up, development, testing, procurement and publication) of the Local Offer have been identified within a high level implementation action plan.
- The workstream is identified as Amber due to the two significant issues identified below – IT framework and capacity.

### III. **Activities completed during this period**

- Representatives to sit on Local offer task and finish group identified and invited to inaugural meeting
- The Local Offer workstream terms of reference drafted
- First meeting of the Local Offer task and finish group has taken place (6.3.14)
- High level actions identified with timelines
- Meeting between Local offer lead with staff from IT and web team to begin to scope the work involved and to identify key tasks and issues has taken place (18.3.14)
- Research and review of the websites developed to publish the Local Offer of a range of pathfinder authorities (Hampshire, Devon, Cornwall, Darlington) has been undertaken to help scope what is possible within the timescale
- Meeting with school SENCOs to raise awareness of the reforms and to secure volunteers to help in the development of the school part of the Local Offer.

### IV. **Actual or potential problems/issues or deviation from project timeline and how these are proposed to be resolved**

- The key issues to be addressed in developing and delivering the Local Offer have been identified –specifically staff and IT resource/capacity
- **Sufficiency of staffing resource.** The Local Offer Lead's capacity in terms of time has been raised as a problem and this is intended to be resolved through the recruitment of additional staffing.
- **IT procurement** issues should there be a lack of in-house capacity or expertise to deliver a comprehensive, accessible and easily navigable website.

### V. **Work planned for next period (including any deadlines)**

- Identification of IT requirements and host for the website
- Framework for developing the Local Offer for a range of providers agreed.

- Work to begin on the school offer.

## VI. Risks identified

(Please ensure any significant risks and/or issues are captured that could impact on the project timelines as many of the workstreams are inter-related)

Risk No	Summary of Risk	Probability (H, M, L)	Impact (H, M, L)	Containment (What are you going to do to minimise the impact/likelihood of this risk occurring?)
1	Lack of staff capacity	H	H	Recruit additional staffing
2	Resource for website development	M	H	Involvement of IT and web colleagues from outset Financial resource identified to support commissioning if required Procurement processes reviewed within next month.
3	Ensuring ownership by parents given the short timeframe for developing the Offer	M	H	Set up sub-groups within the Local offer task & finish group to secure wider parental participation

Project **Isle of Wight: SEN Reforms Implementation Programme**  
 Workstream **EHCP**  
 Period covered **March 2014**  
 Date **18/3/2014**  
 Author **Kate Symes**

**I. Overall RAG status for workstream**

(The dates below are when the Implementation Group meetings are scheduled)

	Mar 2014	Apr 2014	May 2014	June 2014	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015
Budget Status	G												
Schedule Status	G												
Overall Project Status	G												

Key	<span style="background-color: red; color: white; padding: 2px;">Red</span>	Serious problems and out of tolerance (i.e. project timeline)
	<span style="background-color: orange; padding: 2px;">Amber</span>	Significant problems but Workstream Lead has containment plan to deliver requirements
	<span style="background-color: green; padding: 2px;">Green</span>	No problems, or minor issues only

**II. Summary of progress since last Implementation Group**

First EHCP workstream meeting held 10/3/2014 and the next one is scheduled for 24/3/2014. There was good attendance with a reasonable cross section of professionals and a good number of parents. There was excellent participation and take-up of activity required, reflected within the workstream Action Plan.

**III. Activities completed during this period**

- Terms of Reference agreed
- Action Plan started with shared responsibilities and actions for next meeting
- Admin support for this workstream agreed and actioned

**IV. Actual or potential problems/issues or deviation from project timeline and how these are proposed to be resolved**

- None at this time



**V. Work planned for next period (including any deadlines)**

- Please see action plan

**VI. Risks identified**

(Please ensure any significant risks and/or issues are captured that could impact on the project timelines as many of the workstreams are inter-related)

<b>Risk No</b>	<b>Summary of Risk</b>	<b>Probability (H,M, L)</b>	<b>Impact (H, M, L)</b>	<b>Containment</b> (What are you going to do to minimise the impact/likelihood of this risk occurring?)
1	No LA post 16 representation as staff member on maternity leave	M	M	Headteacher of Special School member of group, also secondary SENCO will attend workstream
2	Unclear who will take on roles of facilitator and co-ordinator for writing EHCP	M	M	Research Pathfinder actions/findings. Highlight realistic potential staff in IoW and research capacity
3	Raising Awareness	M	M	Discuss use of government budget to employ/commission outside agency to manage this to ensure efficacy and high standard

## Annex 5

### Adult Services key stakeholder update

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Project	<b>Isle of Wight: SEN Reforms Implementation Programme</b>
Work stream	<b>Personal Budget</b>
Period covered	<b>Feb / March 14</b>
Date	<b>18 March</b>
Author	<b>Rob Winfield</b>

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#### I. Overall RAG status for workstream

(The dates below are when the Implementation Group meetings are scheduled)

	Mar 2014	Apr 2014	May 2014	June 2014	July 2014	Aug 2014	Sept 2014	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015
Budget Status	A												
Schedule Status	A												
Overall Project Status	A												

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	<b>Green</b>	No problems, or minor issues only

#### II. Summary of progress since last Implementation Group

- The Personal Budget work stream has its first two meetings scheduled for the 20 and 27 March.
- Prior to these meetings as the lead for this work stream I have been gathering information from other Local Authorities so that this work stream can learn from the experiences of other Authorities thus enabling us to develop this work stream.

#### III. Activities completed during this period

- The gathering of information from other Authorities by the work stream Chair.

#### IV. Actual or potential problems/issues or deviation from project timeline and how these are proposed to be resolved

- There are two key issues identified around this work stream –
  - Potential budget pressure of running a pilot for Personal Budgets alongside the normal running of costed services that are currently in place.

## Annex 5

### Adult Services key stakeholder update

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- Potential risk relates to the timeline as there is a need to complete the pilot work before the schools/colleges finish this academic year.

#### V. Work planned for next period (including any deadlines)

- Over the next month the Personal Budget work stream will:
  - Agree its Terms of Reference
  - Start to consider how Personal Budgets can be delivered on the Isle of Wight.
  - Consider if there needs to be a pilot and if so how this could be delivered within the timetable already laid out.

#### VI. Risks identified

(Please ensure any significant risks and/or issues are captured that could impact on the project timelines as many of the workstreams are inter-related)

Risk No	Summary of Risk	Probability (H, M, L)	Impact (H, M, L)	Containment (What are you going to do to minimise the impact/likelihood of this risk occurring?)
1	If the Work Stream decides to run a Personal Budget pilot on the Island there will be a budget pressure for the Isle of Wight Council	H	H	The budget pressure for the pilot could be managed by using funds from the grant issued for EHC plans from the DfE.
2	The pressure to provide this pilot by the middle of July at the end of the academic year	H	H	We are managing this by supporting the work stream group with information from other Local Authorities and by having the first two work stream groups within a week thus giving the project a clear launch.
3	This project is in its very early stages; therefore we will gain a greater understanding of risk as the work stream develops.			As above